

Appointment Type: Permanent
Working Time: Full Time
Reference Code: 00021776i3
Opening Date: 06/04/2010
Closing Date: 06/30/2010

Corrections Specialist 3 (Grievance & Training)

\$3,459 - \$4,542(Range 51) Including Great Benefits!

Agency Information

This position is only open to permanent state employees.

Department of Corrections

Compensation: \$3,549 - \$4,542 (Range 51) Including Great Benefits!

Location: Larch Corrections Center in Yacolt, Washington.

This recruitment will be used to fill 1 Permanent vacancy.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

The agency mission is:

To improve public safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Duties

Interprets and explains applicable laws, rules, regulations, policies and procedures, monitors program activities for compliance; reviews/develops field instructions relevant to assigned program area(s); be knowledgeable of directives, policies, field instructions, WACs and RCWs;

Reviews, evaluates, and researches offender grievances; assigns offender grievances to staff; coordinates with department heads and other staff to effect resolution of grievances; schedules offender grievances for grievance committee hearings; chairs grievance committee; trains new grievance committee members; supervises the processing of offender grievances at all levels to ensure time requirements are met; prepares monthly report summarizing offender grievance activity; provides written justification/suggestions for the granting of or denial of a proposed remedy.

Performs other related work as required.

Qualifications

Desirable Qualifications:

A Bachelor's degree involving major study in one of the social sciences or closely related field, and two years of experience in an adult correctional facility performing security and/or counseling and/or casework duties

OR

Satisfactory completion of two years of college in one of the social sciences or in a closely related field and four years of experience in an adult correctional facility performing security and/or counseling and/or casework duties. Graduate training in one of the social sciences or in a closely related field will substitute for one year of the experience stated above.

Special Requirements/Conditions of Employment:

Must successfully complete required and/or applicable training/certification.

Participate in mandatory annual, or other required, in-service training.

New Department employees must successfully complete CORE.

In an emergency situation, employees may be asked to stay for an extended period of time and perform duties appropriate to the situation.

Special Notes

The position in this classification is non-represented.

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manager Your Job Applications and Profile" link located under the "Detailed Instructions" heading within www.careers.wa.gov.

All Department of Corrections employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All DOC facilities are smoke and/or tobacco free.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays;

flexible work hours; training; and state retirement plans. For more information please visit:
<http://www.doc.wa.gov/jobs/benefitssummary.asp>

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity. For more information on these Core Competencies, please call (360) 260-6300, extension 181.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please call (360) 260-6300, extension 181.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter 00021776i3* and click on Start Search.
5. Click on the link, Corrections Specialist 3 (Grievance & Training), Yacolt, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.

Job seekers please note: **NEOGOV, Washington State's NEW online job application system, will replace the current application system on July 1, 2010.**

You will need to create an account in **NEOGOV to apply for jobs after July 1, 2010.**
Your current information will **NOT** automatically transfer over to the new system.

We recommend that you **SAVE A COPY OF YOUR PROFILE before July 1!**
For more information on **NEOGOV**, including instructions on saving your current profile, go to doc.wa.gov/jobs